



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS
DIVISION OF APPRENTICE STANDARDS

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No. 05-07092020

Apprenticeship Issuance

<input checked="" type="checkbox"/> Policy
<input type="checkbox"/> Information

To: Registered Apprenticeship Sponsors

From: Patrick Mitchell, Director, Apprenticeship Expansion and Work-Based Learning

Date: July 9, 2020

Subject: Division of Apprentice Standards Sponsor Verification Request Submissions

Purpose: To provide guidance to Registered Apprenticeship program sponsors regarding online form submission and payment for Sponsor Verification Requests.

Background: On March 10, 2020, Governor Charles D. Baker declared a state of emergency which, in part, underscores the extreme risk of person-to-person transmission of COVID-19 and the importance of taking additional steps to prepare for, respond to, and mitigate the spread in order to protect the health and welfare of the people of the Commonwealth.

Policy: As of March 18, 2020, in accordance with notice provided on www.mass.gov/das on this day, the Division of Apprentice Standards (DAS) is no longer processing physical documents submitted in person or by mail, pending further notice. DAS is accepting all requests via email or existing online processes, including fee payments, for Registered Apprenticeship program recognition, Apprentice Agreements, and other standard document submissions to the Division. See Issuance No. 02-04222020 for additional details.

Accordingly, Sponsor Verification Requests submitted on or after July 1, 2020 by mail, fax or in-person will not be processed.

Instructions for submitting Sponsor Verification Requests are provided on Page 2:

Requestors must email Sponsor Verification Request Form Ver. 7/1/20 to DASverification@mass.gov, and include the project name and bid date in email subject line at least 10 business days prior to posted bid deadline. Any submissions submitted less than 10 days prior or by any other means than email may not be accepted by the Division.

Sponsors will receive same-day email confirmation that the Sponsor Verification Request was successfully submitted to DASverification@mass.gov, and the Division will issue an electronic verification ONLY to the contact email provided in the Sponsor Verification Form within 10 business days. For example, if a Sponsor Verification Request Form is submitted on July 1, 2020, the Sponsor will receive an auto-confirmation of receipt on July 1, 2020, and will receive the Sponsor Verification via email by July 15, 2020.

Required documents and information submitted with Sponsor Verification Request email:

1. Completed Sponsor Verification Request Form (incomplete forms will not be processed)
2. Proof of online payment for Sponsor Verification Request fee (\$50)*
3. Attestation (on Sponsor Verification Request Form) whether or not bid requires Letter(s) of Good Standing from Local Union Sponsor(s).

If “Yes” to #3 indicating that “Good Standing” is required by Local Union Sponsor(s), the Union(s) contact information AND at least one (1) of the following documents or attestations must be submitted:

- Letter(s) of “Good Standing” from Local Union Sponsor (multiple letters may be required depending on number of associated trades). Requestor must check “Letter Attached” box on Sponsor Verification Request Form and attach letter(s).
- Attestation that Local Union Sponsor(s) regularly provides reports directly to DAS indicating current entities in “Good Standing”. Requestor must check “Union Reports to DAS” box. (DAS will refer to any existing reports regularly provided by Locals.)
- Attestation that Local Union Sponsor(s) will provide status of “Good Standing” to DAS upon request. Requestor must check “By DAS Request” box.

*To make a payment using our online system, please follow the instructions below:

1. Go to www.mass.gov/DAS
2. Scroll down and click “DLS On-Line Payment”
3. Click the radio button “Department of Labor On-Line Payment”
4. This page will list all the **fees and amounts**; list fee amounts
5. Click on “Link to Pay On-line”;
6. Under Applicant information Licensing and Payment Options, choose “Division of Apprenticeship Standards” from the dropdown selection box;
7. In the next dropdown box, **select “Sponsor Verification” and follow the instructions.**

Effective: Immediately